



Enrolling a user's fingerprints (APC reader)

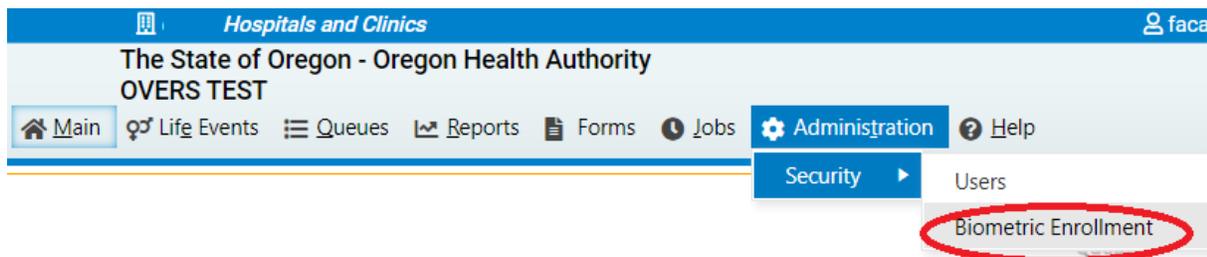
Being a Facility Administrator, you are now able to enroll or re-enroll a user's fingerprints within the EDRS application. Below you will find easy to follow steps to complete this process.

NOTE: As a Facility Administrator, you can only enroll fingerprints for users AFTER the State has created the user's account in OVERS. Facility Administrators are not permitted to create users in OVERS.

- 1) Sign into OVERS with your username and password.

A screenshot of the login page for The State of Oregon - Oregon Health Authority. The page has a light blue background. At the top, it says "The State of Oregon - Oregon Health Authority" in bold black text, followed by "OVERS Assistance Contact: 971-673-0279". Below this are two input fields: "Username:" and "Password:". A "Login" button is located to the right of the password field. At the bottom left, it says "Version #: 15.2.0.47729".

- 2) Once signed in, click the **Table Administration**, **Security** and **Biometric Enrollment** links in the main menu on top of the screen.



After clicking on the Biometric Enrollment link, you will be taken to the Biometric Enrollment screen.

- 3) Have the user that needs to enroll their fingerprints enter **their** username and password in the proper fields and click the **Search** button.
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Biometric Enrollment

To proceed with the biometric enrollment process, have the user enter their username and password combination.

Username
Password

Search

After successfully signing in, you will be taken to the Biometric Enrollment for XXXXX (x's represent user ID in this example) screen.

4) Click the **Add a Finger** button.

Biometric Enrollment for ordoctor

Add a Finger Test a Finger Biometric Setup Files Return

5) Select which finger to enroll from the drop-down menu. We recommend that the user enrolls 2 fingers, and that each finger is enrolled multiple times so that the user will have a good fingerprint reading. It does not matter which finger is selected from the dropdown. You will be enrolling the same finger multiple times, so the fingers you select from the dropdown don't matter.

6) Click the **Enroll** button

Select the finger you wish to enroll from the list.
Click enroll then follow the instructions below the sensor.
Tip: For the best results, make sure the core of the finger is visible.

Select the finger to add

- Left Thumb
- Left Index
- Left Middle
- Left Ring
- Left Pinkie
- Right Thumb
- Right Index
- Right Middle
- Right Ring
- Right Pinkie

Found AES3500

Enroll Return

You will then see **Place Finger** under the green display window.

Select the finger you wish to enroll from the list.
Click enroll then follow the instructions below the sensor.
Tip: For the best results, make sure the core of the finger is visible.

Place Finger

Select the finger to add Left Index

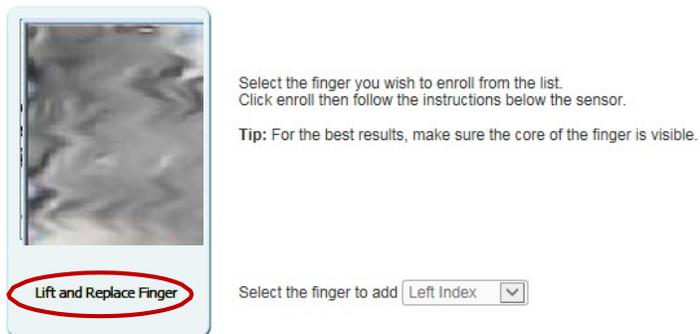
Enroll Return

- 7) The user can now place their left index finger (or whichever finger is being enrolled) on the biometric device. When doing so, excessive pressure is not needed. The user will need to leave their finger on the biometric device for 1-2 seconds in order for the system to acquire the print. When acquired, the text below the display window will change.

Hint: You will want the user to place their finger so that the top of their finger is right below the ridge on the biometric device. This ensures a 'cleaner' image of the print and is a reminder for the user where to place their finger when signing.



- 8) The user will lift and replace their finger on the biometric device, trying to replace it in the same location as before. This process may have to be repeated up to 9 times before the system will have a clean image of the print to store.



(The print above is blurred for this example.)

Once the system has captured the image successfully and the template is acquired, the text below the display window will change, and the system will return to the previous screen which allows you to enroll another finger. Repeat this process until all fingers needing to be enrolled are completed.

Biometric Enrollment for orddoctor

Finger	Chipset	Enrollment Date	
Left Index	AES3500	7/14/2016 5:59:25 PM	Delete

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After each finger is enrolled and you are returned to the Biometric Enrollment screen, you will be able to view each finger that is enrolled into the system. It is highly recommended to test the fingers you have enrolled to ensure a successful enrollment by clicking on the **Test a Finger** button.

Biometric Enrollment for orddoctor

Finger	Chipset	Enrollment Date	
Left Thumb	TCS5B (eikon solo)	5/9/2016 1:56:04 PM	Delete
Left Index	TCS5B (eikon solo)	5/12/2016 1:21:11 PM	Delete
Left Middle	TCS4C	11/5/2015 5:55:23 AM	Delete
Left Ring	TCS4C	11/5/2015 5:55:36 AM	Delete
Left Pinkie	TCS5B (eikon solo)	5/10/2016 4:15:05 PM	Delete
Right Thumb	TCS5B (eikon solo)	11/25/2015 9:47:13 AM	Delete
Right Index	AES3500	5/24/2016 4:10:40 PM	Delete
Right Middle	TCS5B (eikon solo)	11/30/2015 9:17:38 AM	Delete
Right Ring	TCS5B (eikon solo)	12/1/2015 10:39:25 AM	Delete

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After clicking the **Test a Finger** button, have the user place any of the fingers he or she has enrolled on the biometric device. The system will attempt to match the print to what is stored on the system. If successful, you will see **Finger was identified as Left Index** (left index for this example).

Biometric Enrollment for orddoctor

Finger was identified as **Left Index**.

[Return](#)

There may be times when a user has their fingerprints enrolled in the system, but for whatever reason they are not registering when trying to sign. In this case, you will need to **delete** their prints from the system and re-enroll them. This is done from the **Biometric Enrollment** screen. Once deleted, follow the process to capture new prints.

Biometric Enrollment for testdoctor

Finger	Chipset	Enrollment Date	
Left Thumb	AES3500	7/18/2016 9:21:34 AM	Delete
Left Index	AES3500	7/18/2016 9:22:14 AM	Delete
Left Middle	AES3500	7/18/2016 9:22:41 AM	Delete
Left Ring	AES3500	7/18/2016 9:23:52 AM	Delete
Left Pinkie	AES3500	7/22/2016 11:18:15 AM	Delete
Right Thumb	AES3500	7/22/2016 11:18:29 AM	Delete

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After fingerprints are enrolled, fill out the bottom portion of the OVERS enrollment form, and fax the form to our office at 971-673-1201

COUNTY OR CHS USE ONLY

Two Types of Identification Shown: Photo ID) _____ and) _____

Date fingerprints registered: _____

(County officials: read and sign) I have reviewed the identification documents of the above-named participant and they appear to be genuine. To the best of my knowledge, the participant named above is eligible to sign or certify vital records in Oregon.

Signature of County or State Official: _____ Print Name: _____

County Officials - Fax this form to the State office after fingerprint enrollment is complete.

Error Messages

Error Message	Resolution
Unable to identify finger	Click the 'return' button and try testing the finger again
No supported device found	The low-level drivers for the biometric device are not installed and must be installed. Contact the Center for Health Statistics.

Center for Health Statistics Help Desk:
971-673-0279
Monday – Friday 8am to 5pm